

CJA eVOUCHER ATTORNEY USER MANUAL

**U.S. COURT OF APPEALS
NINTH CIRCUIT**

CJA eVoucher for Attorneys

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. The eVoucher program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.

Voucher & Authorization Request Submission

- On-line voucher submission by attorneys with automatic statutory maximum oversight.
 - On-line authorization requests by attorneys for expert services.
 - On-line requests by attorneys for interim payment.
 - Upload supporting documents to vouchers or authorization requests.
 - Reports for attorneys to take an active part in monitoring costs.
 - Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.
-

Court Appointment

When an appointment is made, an email will be generated automatically by the program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email, or
- Bookmark the web address and use your internet browser to access the system.
- Click on the CJA eVoucher link in the Attorney Section on the Ninth Circuit's internet site.

Logging In

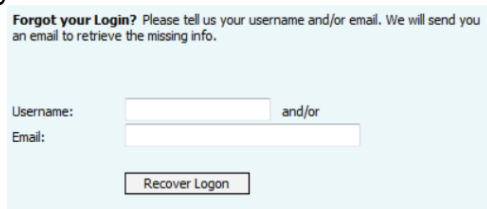
Log into eVoucher using your Username and Password (both of which are initially assigned by the court).



The image shows the CJA eVoucher User Login page. At the top left is the official seal of the United States. To its right is the text "CJA eVoucher". Below this is a dark blue rectangular button with the text "USER LOGIN" in white. Underneath the button, the text "Existing user? Please log in." is displayed. Below this text are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. To the right of the password box is a yellow button with the text "Log In" in black. Below the login fields is a blue hyperlink that says "Forgot your login?". At the bottom of the form area is a "Notice" in small black text: "Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

If you forget your username or password, you may click on the “Forgot your login?” hyperlink.

Enter your Username or e-mail address to retrieve your information.



The image shows the "Forgot your Login?" form. At the top, it says "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below this text are two input fields: "Username:" followed by a text box, and "Email:" followed by a text box. To the right of the email box is the text "and/or". Below these fields is a button labeled "Recover Logon".

The Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

The screenshot shows the home page of the CJA eVouchers system. A red box labeled "Folders" has four arrows pointing to the following sections:

- My Active Vouchers:** A table listing active vouchers with columns for Case, Defendant, Type, and Status.
- My Submitted Vouchers:** A table listing submitted vouchers with columns for Case, Defendant, Type, and Status.
- My Service Provider's Vouchers:** A table listing vouchers from service providers with columns for Case, Defendant, Type, and Status.
- Closed Vouchers:** A table listing closed vouchers with columns for Case, Defendant, Type, and Status.

Other sections visible on the page include:

- Attorney Profile:** Welcome Marylou Hillberg, My Profile, My Appointments, View, Search Existing Appointments, Search.
- Appointments:** A section titled "All cases have been currently assigned" with a "No data" message.
- Appointments List:** A table listing appointments with columns for Case, Defendant, and Status.

Case	Defendant	Type	Status
9-10-AP-10359--	Murray, Bill (# 1)	CJA-20	Submitted to Court
start: 08/28/2011	Claimed Amount: 10,000.00	Marylou Hillberg	INTERIM PAYMENT: 1
end: 08/28/2011			

Case	Defendant	Type	Status
9-10-AP-10359--	Murray, Bill (# 1)	CJA-21	Submitted to Attorney
start: 08/28/2011	Claimed Amount: 2,500.00	Lisa Gere	Paralegal Services
end: 08/28/2011			

Case	Defendant	Type	Status
9-10-AP-10359--	Murray, Bill (# 1)	CJA-20	Voucher Closed
start: 08/28/2011	Claimed Amount: 125.00	Marylou Hillberg	INTERIM PAYMENT: 1
end: 08/28/2011	Approved Amount: 125.00		

Case	Defendant
9-10-AP-10359	Defendant: Murray, Bill
Defendant #: 1	Representation Type: Habeas Appeal
Case Title: U.S. v. Murray	Order Type: Appointing Counsel
Attorney: Marylou Hillberg	Order Date: 08/01/10
	Pres. Judge: Richard R. Clifton
	Adm./Mag. Judge:
9-10-AP-36257	Defendant: Bell, Clara
Defendant #: 1	Representation Type: Appeal of a Trial Disposition
Case Title: U.S. v. Bell	Order Type: Appointing Counsel
Attorney: Marylou Hillberg	Order Date: 08/12/10
	Pres. Judge: Richard R. Clifton
	Adm./Mag. Judge:
9-09-AP-15141	Defendant: Asberry, Tony
	Representation Type: Habeas Appeal

Folders on the Home Page

Your home page has several folders to organize your appointments and vouchers:

FOLDER	
My Active Vouchers	Contains vouchers or documents that you are currently working on or have been submitted to you by an expert service provider.
Appointments	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you, and you have not accepted or rejected the appointment. (Not used by court.)
My Submitted Vouchers	<p>Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment.</p> <p>Documents submitted to the court requesting expert services or interim payments will also appear in this folder.</p>
My Service Provider's Vouchers	<p>Contains all the vouchers for your service providers. This will include:</p> <ul style="list-style-type: none">• Vouchers in progress by the experts• Vouchers submitted to the attorney for approval and submission to the court• Vouchers signed off by the attorney and submitted to the court for payment <p><u>Note:</u> If the service provider is entering their own voucher, they will not have access to any other information except their own voucher. Attorneys will have access to all their service provider vouchers.</p>
Closed Vouchers	<p>Contains vouchers that have been paid or documents that have been approved by the court.</p> <p>Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.</p>


Navigating in the CJA eVoucher Program



Menu Item	
Home	The eVoucher home page (see section on Home Page)
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Adjusting Views

You may alter the manner information is displayed in the folders.

Opening/Closing Folders: Click on the  (minus sign) to close the folder.

Click on the  (plus sign) to open the folder.

Moving Folders: You may rearrange the folders on your screen.

1. Left click on the folder you wish to relocate.
2. Drag the folder to the new location and release the mouse.

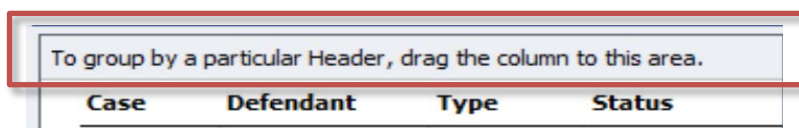
Sorting: Click on the column heading (e.g., Case, Description, Type) to sort in either ascending or descending chronological (or alphabetical) order.

Resizing of Column:

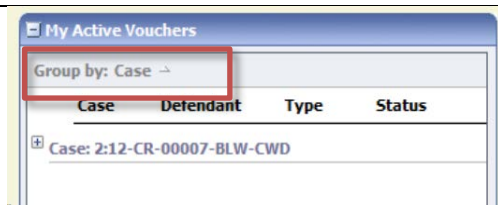
1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

Note: The folder does not increase, therefore some columns may move off the screen.

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.



1. Left click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the “Group by Header” bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

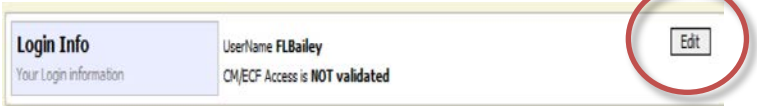
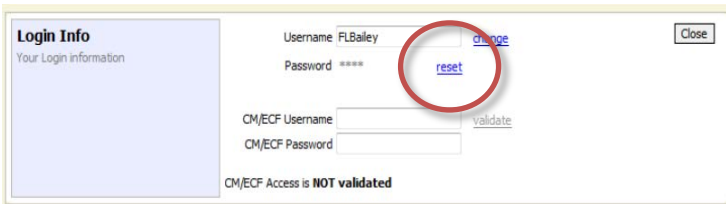


Group by...	RESULT
Case	

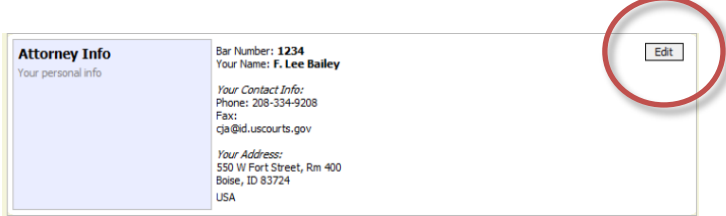
Defendant	<div>Group by: Defendant →</div> <table><tr><th>Case</th><th>Defendant</th><th>Type</th><th>Status</th></tr><tr><td colspan="4">+ Defendant: Curtis Caraway</td></tr></table>	Case	Defendant	Type	Status	+ Defendant: Curtis Caraway															
Case	Defendant	Type	Status																		
+ Defendant: Curtis Caraway																					
Type	<div>Group by: Type →</div> <table><tr><th>Case</th><th>Defendant</th><th>Type</th><th>Status</th></tr><tr><td colspan="4">- Type: AUTH ←</td></tr><tr><td>2:12-CR... Start: 05/... End: 05/2...</td><td>Marisela Isela ... Claimed Amou... Approved Amo...</td><td>AUTH Investigator</td><td>Voucher Closed 0976.6</td></tr><tr><td colspan="4">+ Type: CJA-20 ←</td></tr><tr><td colspan="4">+ Type: CJA-26 ←</td></tr></table>	Case	Defendant	Type	Status	- Type: AUTH ←				2:12-CR... Start: 05/... End: 05/2...	Marisela Isela ... Claimed Amou... Approved Amo...	AUTH Investigator	Voucher Closed 0976.6	+ Type: CJA-20 ←				+ Type: CJA-26 ←			
Case	Defendant	Type	Status																		
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+ Type: CJA-26 ←																					
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Case	Defendant	Type	Status																		
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- Status: VOUCHER-ENTRY ←																					
2:12-CR... Start: 01/... End: 01/0...	Marisela Isela ... Claimed Amoun...	CJA-20	Voucher Entry Edit																		

My Profile

In the My Profile section, the attorney may:

- Login Info: Change password
- Attorney Info: Edit contact information, phone, e-mail physical address
- Billing Info: Update SSN or EIN numbers and any firm affiliation
- Continuing Legal Education: Document any CLE attendance.

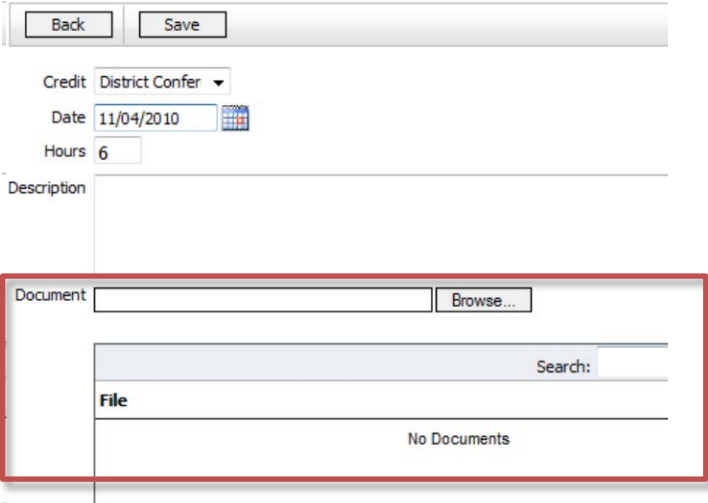
LOGIN INFO	SCREEN
1. Click Edit to change your Password.	 The screenshot shows a 'Login Info' box with the text 'Your Login information'. To the right, it displays 'Username: FLBailey' and 'CM/ECF Access is NOT validated'. The 'Edit' button is circled in red.
2. Click the Reset hyperlink.	 The screenshot shows the 'Login Info' box. To the right, there are fields for 'Username: FLBailey' and 'Password: ****'. A 'reset' hyperlink is circled in red. Other elements include 'CM/ECF Username', 'CM/ECF Password', and a 'validate' button.
3. Type new password and retype in the confirm field. Press the Reset button to save.	 The screenshot shows a form with fields for 'Username: FLBailey', 'Password', and 'Confirm'. A 'Reset' button is circled in red. There are also 'change' and 'cancel' links.
4. Click the Close button to exit.	 The screenshot shows the same password reset form. The 'Close' button is circled in red.

ATTORNEY INFO	SCREEN
1. Click the Edit button to access your personal information	 The screenshot shows an 'Attorney Info' box with the text 'Your personal info'. To the right, it displays 'Bar Number: 1234', 'Your Name: F. Lee Bailey', 'Your Contact Info: Phone: 208-334-9208, Fax: cja@id.uscourts.gov', and 'Your Address: 550 W Fort Street, Rm 400, Boise, ID 83724, USA'. The 'Edit' button is circled in red.

ATTORNEY INFO	SCREEN
<p>2. Make any changes necessary and click Save.</p> <p><u>Note:</u> The Country field is a required field.</p>	<p>The screenshot shows the 'Attorney Info' form. On the right side, the 'Save' button is circled in red. A red arrow points to the 'Country' field, which is set to 'USA'.</p>

BILLING INFO	SCREEN
<p>1. Select Add if no billing information is available.</p> <p>2. Click Edit if you wish to change the information already entered.</p> <p><u>Note:</u> You must have billing information entered before any payments can be made.</p>	<p>The screenshot shows the 'Billing Info' form. A red box highlights the 'Select', 'Add', and 'Edit' buttons on the right side.</p>
<p>The EIN or SS# must be the number that wages are to be reported to the IRS for.</p> <p>3. Make any changes necessary and click Save.</p> <p><u>Note:</u> USA is required in the Country field.</p>	<p>The screenshot shows the 'Billing Info' form. A red box highlights the 'SSN/EIN' field, which contains '82-9999999'. A red arrow points to the 'Country' field, which is set to 'USA'.</p>

Continuing Legal Education	SCREEN															
1. Click the View button to access your CLE information.	<div><div>Continuing Legal Education</div><div>There are currently 2 credits supported by 0 uploaded documents.</div><div>View</div></div>															
2. To add CLE information, click Add .	<div><div>Continuing Legal Education</div><div><div>Back</div><div>Edit</div><div>Add</div><div>Delete</div></div><div><div>Search:</div><table><thead><tr><th>Files</th><th>Credit</th><th>Date</th><th>Hours</th><th>Subject</th></tr></thead><tbody><tr><td>0</td><td>CJA Conf...</td><td>11/05/2009</td><td>6</td><td></td></tr><tr><td>0</td><td>District C...</td><td>11/05/2010</td><td>5</td><td></td></tr></tbody></table></div></div>	Files	Credit	Date	Hours	Subject	0	CJA Conf...	11/05/2009	6		0	District C...	11/05/2010	5	
Files	Credit	Date	Hours	Subject												
0	CJA Conf...	11/05/2009	6													
0	District C...	11/05/2010	5													
3. Click on the Credit drop-down menu to select pre-entered reoccurring CLE programs. <u>Note:</u> If not a federal program, select Other and complete the Description field.	<div><div>Continuing Legal Education</div><div><div>Back</div><div>Save</div></div><div><div>Credit: CJA Conferenc</div><div>Date: 03/21/2011</div><div>Hours: 0</div><div>Description:</div></div></div>															
4. Enter a Date																
5. Enter the CLE Hours .																
6. You may enter a Description in the description field if desired.	<div>CJA Conferenc</div> <div>CJA Conference</div> <div>Death Penalty Con</div> <div>District Conference</div> <div>e-Voucher Training</div> <div>Federal Bar Associa</div> <div>FPD-Third Thursda</div> <div>Other</div> <div>Panel Mentorship T</div>															
7. Click Save .																

Continuing Legal Education	SCREEN
<p>8. Attach any document regarding this CLE.</p> <p><u>Note:</u> Not required if a Federal CLE.</p> <p>9. Click Save once again.</p>	 <p>The screenshot shows a web form for entering CLE information. At the top are 'Back' and 'Save' buttons. Below them are fields for 'Credit' (a dropdown menu showing 'District Confer'), 'Date' (a text box with '11/04/2010' and a calendar icon), and 'Hours' (a text box with '6'). There is a 'Description' text area. A red rectangular box highlights the document upload section, which includes a 'Document' label, a text input field, a 'Browse...' button, a 'Search:' field, and a 'File' label. Below these is a message that says 'No Documents'.</p>

Appointment Record

Locate the Appointment in your appointments folder on your home page.

Click on the case number hyperlink to open the appointment record.

Appointments List	
Appointments	Defendant
Case: 2:12-CR-00007-BLW Defendant #: 1 Case Title: USA v. Quintana Attorney: F. Bailey	Defendant: Marisela Isela Quintan Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: B. Lynn Winnill Adm./Mag Judge: Candy W. Dale
Case: 2:12-CR-00008-BLW Defendant #: 1 Case Title: USA v. Caraway Attorney: F. Bailey	Defendant: Curtis Caraway Representation Type: Federal capit Order Type: Appointing Counsel Order Date: 09/15/10 Pres. Judge: B. Lynn Winnill Adm./Mag Judge: Candy W. Dale
Case: 2:12-CR-00009-BLW Defendant #: 1 Case Title: USA v. Massey Attorney: F. Bailey	Defendant: James Ernest Mass Representation Type: Criminal Case Order Type: Subs for Federal Defen Order Date: 05/12/10 Pres. Judge: B. Lynn Winnill Adm./Mag Judge: Candy W. Dale

Page 1 of 1 (3 items)

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)
CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

[View Representation](#)
CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

[View Representation](#)
CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case
Compensation Maximum: District Court

Reports

[Attorney Time Report-2](#)
Detailed information on services performed during a date range.

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)
Provides details on time spent and remaining money for attorney and authorized experts for this appointment.

[Detailed Payment Reports](#)

Appointment Info

1. CIR. DKT. DIV. CODE 0976	2. PERSON REPRESENTED Marisela Isela Quintana de Tarango	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 2:12-CR-00007-1-BLW-CWD	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) Boise ID 83724 Phone: 208-334-9208	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> R Sub for Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court B. Lynn Winnill Date of Order 12/21/2010 Nunc Pro Tunc Date	10. REPRESENTATION TYPE <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> R Sub for Standby Counsel
14. LAW FIRM NAME AND MAILING ADDRESS		Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

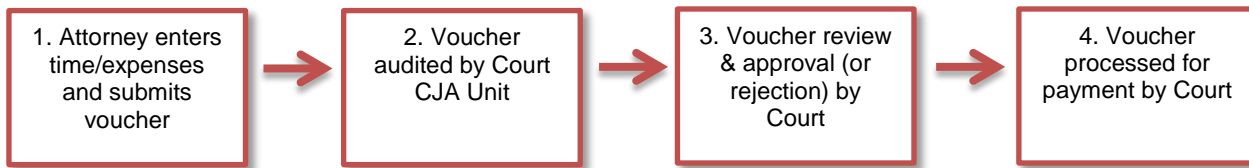
Vouchers on File
To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
2:12-CR-00007-BLW-CWD Start: 12/21/2008 End: 01/30/2009	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 3,541.24 Approved Amount: 3,541.24	CJA-20 F. Lee Bailey	Voucher Closed 0976.0000054
2:12-CR-00007-BLW-CWD Start: 05/26/2010 End: 05/28/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 15,500.00 Approved Amount: 15,500.00	AUTH Investigator	Voucher Closed 0976.0000055
2:12-CR-00007-BLW-CWD Start: 05/26/2010 End: 05/28/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 35,000.00 Approved Amount: 35,000.00	CJA-26	Voucher Closed 0976.0000056
2:12-CR-00007-BLW-CWD Start: 01/20/2009 End: 05/26/2010	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 215.00	CJA-21 Interpreter Translator	Submitted to Attorney 0976.0000057 FINAL PAYMENT
2:12-CR-00007-BLW-CWD Start: 01/01/1901 End: 01/01/1901	Marisela Isela Quintana de Tarango (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit

Page 1 of 1 (5 items)

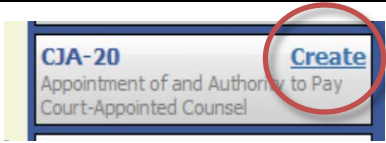
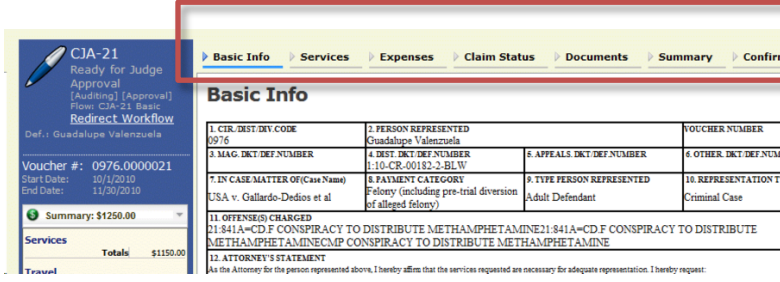
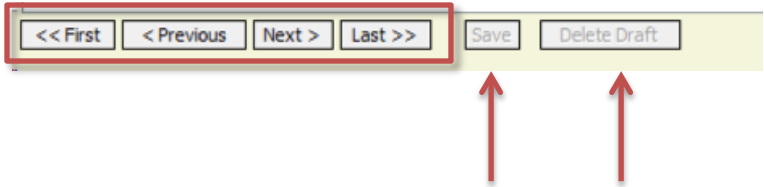
All voucher associated with this case are shown.

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment.
The attorney will initiate the CJA 20 voucher.

<p>Open the Appointment record.</p> <p>Click on Create from the CJA 20 Voucher template found on the Appointment screen.</p>	
<p>BASIC INFO</p> <p>The voucher opens to the Basic Info page which is representative of the CJA 20/21 voucher.</p> <p>A Menu Bar appears across top of voucher. You may navigate using the menu bar, or the progress bar (shown below).</p>	
<p>The Progress Bar appears at the bottom of the screen.</p> <p>The user should SAVE any entries made on this voucher often to avoid data loss.</p> <p><u>Note:</u> At any time prior to submitting the voucher, the user may delete the voucher by clicking the Delete Draft button.</p>	

Services

Line item time entries should be entered on **Services** tab.

Both In-Court and Out-of Court time should be recorded on this screen.

1. Enter the date of the service.
(REQUIRED) The current default date is always the current date.

You may type in the date, or click on the calendar icon to select a date from the calendar.

2. Select **Service Type** from drop down menu. (REQUIRED)

Note: You may add time in any order. You can sort in chronological order at any time.

3. Enter hours of service in **tenths** of an hour. (REQUIRED)
4. Add a description of services. (REQUIRED)

5. Click **Add**.

Note: The rate will adjust depending upon the date of service

Entry will be added to voucher.

Note: You may group your entries by any of the column headers by dragging the header to the Group By bar.

Click **Save**.

Please note there is NO AUTOSAVE function on this program. You must hit the Save button periodically in order to save your work.

Expenses

Line item expense entries should be made on the Expenses tab.

1. Enter Date (REQUIRED)
2. Enter Expense Type from drop-down menu (REQUIRED)
3. Enter
 - a. Miles traveled, if any, and/or
 - b. dollar amount of expense.
4. Enter Description (REQUIRED)
5. Click **Add**. (REQUIRED)

Note: If you are claiming in-house photocopy or fax copy expenses, you must indicate the number of pages and the rate charged per page.

Click **SAVE**.

Expenses

* Required Fields

Date: 3/22/2011

Expense Type: [Dropdown]

Miles: [Input] rate per mile is 0.5100

Amount: [Input]

Add Remove

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

Note: The mileage rate will adjust depending upon the date

Expenses

* Required Fields

Date: 02/01/2011

Expense Type: [Dropdown]

Miles: [Input] rate per mile is 0.5100


Amount: [Input]

Add Remove

To group by a particular Header, drag the column to this area.

Expense Type	Date ↑	Description	Mile	Rate	Amt
Travel Miles	01/03/2011	to and from court	10	0.51	5.10
Photocopies	02/01/2011	Copies of Discovery: 100 pages @ .15 per page	0	0	15.00

Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

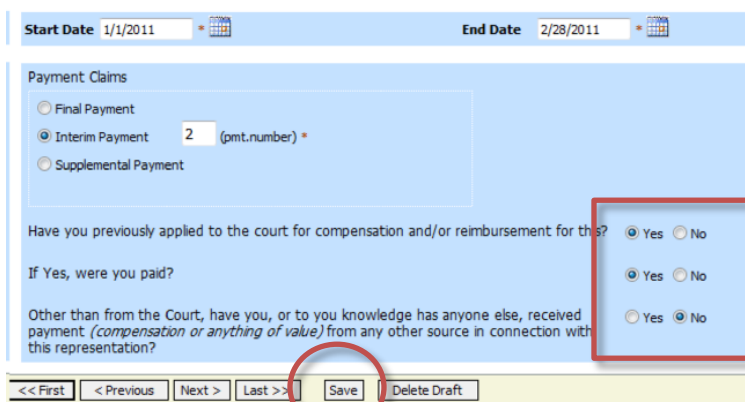
 Service and/or Expenses are out of the Voucher Start and End Dates.

This error message will be removed when you complete the next section.

Claim Status

1. Enter the start date from the services or expenses entries (whichever date is earlier) and the end date from the services or expenses entries.
Note: The dates **do not** carry over from other sheets.
2. Indicate final or interim payment. If interim, indicate which interim this voucher represents.
3. Answer all the questions regarding previous payments in this case.
4. Click **SAVE**.

Claim Status



The screenshot shows the 'Claim Status' form. At the top, there are fields for 'Start Date' (1/1/2011) and 'End Date' (2/28/2011). Below this is the 'Payment Claims' section with three radio buttons: 'Final Payment', 'Interim Payment' (selected), and 'Supplemental Payment'. The 'Interim Payment' option has a text field containing '2' and a label '(pmt.number) *'. Below the radio buttons are two questions: 'Have you previously applied to the court for compensation and/or reimbursement for this?' and 'If Yes, were you paid?'. Each question has 'Yes' and 'No' radio button options. The 'Save' button at the bottom is circled in red. There are also navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', and 'Delete Draft'.

To easily find out what are the earliest and latest dates, go to the Services (or Expenses) tab and click on the Date column heading once to sort chronologically by the date::

Basic Info Services Expenses Claim S

Services

* Required Fields

Date *

Service Type *

Doc. # (ECF) Pages

Hours * at rate 125.00


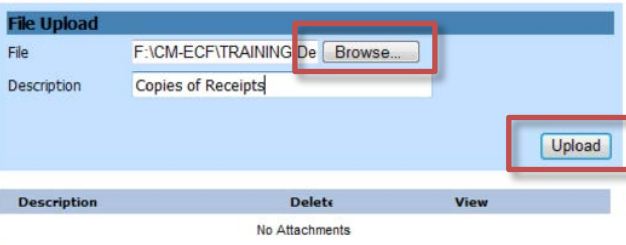
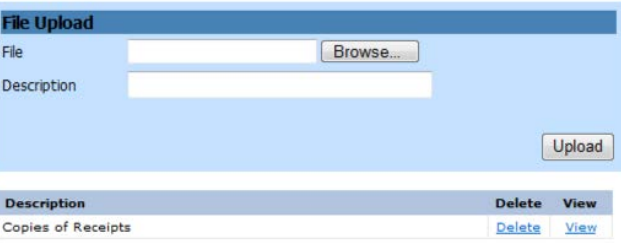

To group by a particular Header, drag the column to this area.

Service Type	Date ↑	Description
a. Interviews and Conferences...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewing...	09/12/2011	Initial review of case
a. Interviews and Conferences...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Conferences...	09/23/2011	Met with family at my office
b. Obtaining and Reviewing...	09/23/2011	Reviewed 3 boxes of documents brought

Click on Date again and it will sort in reverse chronological order (to find the end date). Once you have entered the correct start and end dates in the Claim Status section, refresh your browser and the error message will go away.

Note: Not having the correct start and end dates on the Claim Status tab is the most common problem with the eVoucher system.

Documents

<p>Attorneys (as well as the court) may attach documents to any record.</p> <p>Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the court.</p>	<p>Supporting Documents</p> 
<ol style="list-style-type: none"> 1. To add the attachment, click the Browse button to locate your file. 2. Add a description of the attachment. 3. Click Upload. 	<p>Supporting Documents</p> 
<p>Attachment is added to voucher.</p> <p>Click SAVE.</p> <p><u>Note:</u> All documents must be submitted in pdf format.</p>	<p>Supporting Documents</p> 
<p>SIGNING and SUBMITTING TO COURT</p> <p>When you have added all the voucher entries, you are ready to sign and submit your voucher to the court.</p>	

The **Confirmation** screen appears which reflects all entries from the previous screens.

1. Verify the information is correct.
2. Scroll to bottom of the screen.


Notes: You may include any information to the court.

3. Check the box to swear and affirm to the accuracy of the voucher.

The date and time will automatically be entered.

4. Click **SUBMIT** to send to the Court.

Confirmation

1. CIR./DIST./DIV. CODE 0976		2. PERSON REPRESENTED Marisela Isela Quintana de Tarango		VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER		4. DIST. DKT. DEF. NUMBER 2:12-CR-00007-1-BLW-CWD		5. APPEALS DKT. DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Quintana de Tarango		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
				10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED					
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208			13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Bailey & Associates TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court B. Lynn Winmill Date of Order 12/21/2010 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES					
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$62.50			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$62.50			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$5.10			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$82.60			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 1/1/2011 TO: 2/28/2011			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (%) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation					
I Swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Notes					
Include Case Disposition in Notes section when submitting a final voucher					
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements					
Date: 3/22/2011 9:49:49					
					
<< First < Previous Next > Last >> Save Delete Draft					

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Click on **HOME** to return to the home page.

The active voucher is removed from the “My Active Vouchers” folder and now appears in **My Submitted Vouchers** folder.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:

0976.0000058

Back to:

[Home Page](#)

[Appointment Page](#)

My Submitted Vouchers

To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
2:12-CR-0000... Start: 01/01/2011 End: 02/28/2011	Marisela Isel... Claimed Amo...	CJA-20 F. Lee B...	Submitt Court 0976.00 INTERIM PAYMEN
2:12-CR-0000... Start: 09/15/2009 End: 11/30/2009	Curtis Caraw... Claimed Amo...	CJA-30 F. Lee B...	Submitt Court 0976.00 INTERIM PAYMEN

1

Page 1 of 1 (2 items)

If the voucher has been rejected by the court, it will reappear in the “My Active Vouchers” folder highlighted in gold. An email message generated by the system will be sent explaining what corrections need to be made.

Home Operations Reports Links Help Logout

> [Home](#)



ATTORNEY

Welcome Bonnie Kates: [My F](#)

My Appointments: [View](#)

Search Existing Appointments: [Sear](#)

My Active Vouchers

To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status
9:09-AP-1... Start: 01/06/... End: 01/06/2...	Smith, John (# 1) Claimed Amount: ...	CJA-20 Bonnie Kates	Voucher Entry --09.0000062

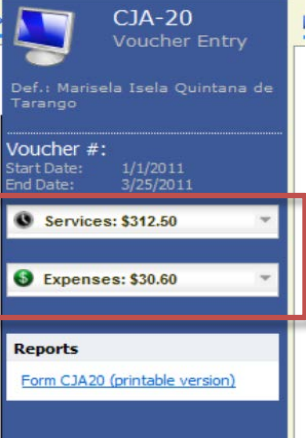

1

Page 1 of 1 (1 items)

Appointments' List

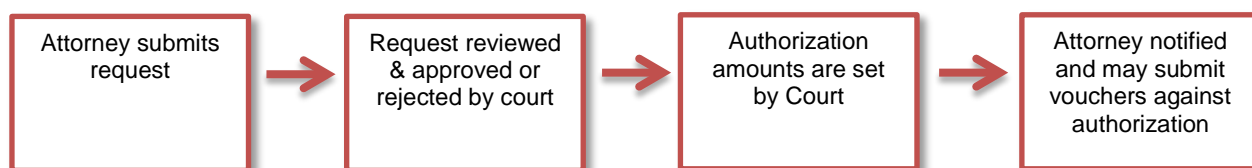
CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals by using the quick review panel on the left hand side of the screen.

<p>The Services and Expenses will tally as entries are made to the voucher.</p>																																																																													
<p>Expand the item to reveal specific types of entries.</p> <p>Click on the down arrow to expand or minimize the view. (▼)</p>	 <table border="1"><caption>In Court Services</caption><thead><tr><th>Service</th><th>Hours</th><th>Amt.</th></tr></thead><tbody><tr><td>Arraignment and/or Plea</td><td>0.5</td><td>\$62.50</td></tr><tr><td>Bail and Detention</td><td>0</td><td>\$0.00</td></tr><tr><td>Hearing</td><td>0</td><td>\$0.00</td></tr><tr><td>Motion Hearings</td><td>0</td><td>\$0.00</td></tr><tr><td>Trial</td><td>0</td><td>\$0.00</td></tr><tr><td>Sentencing Hearing</td><td>0</td><td>\$0.00</td></tr><tr><td>Revocation Hearings</td><td>0</td><td>\$0.00</td></tr><tr><td>Appeals Court</td><td>0</td><td>\$0.00</td></tr><tr><td>Other</td><td>0</td><td>\$0.00</td></tr><tr><td>Totals</td><td>0.5</td><td>\$62.50</td></tr></tbody></table> <table border="1"><caption>Out of Court Services</caption><thead><tr><th>Service</th><th>Hours</th><th>Amt.</th></tr></thead><tbody><tr><td>Interviews and Conferences</td><td>0</td><td>\$0.00</td></tr><tr><td>Obtaining and Reviewing Records</td><td>1.0</td><td>\$125.00</td></tr><tr><td>Legal Research and Brief Writing</td><td>0</td><td>\$0.00</td></tr><tr><td>Travel Time</td><td>1.0</td><td>\$125.00</td></tr><tr><td>Investigative and Other Work</td><td>0</td><td>\$0.00</td></tr><tr><td>Totals</td><td>2.0</td><td>\$250.00</td></tr></tbody></table> <table border="1"><caption>Travel</caption><thead><tr><th>Expense Type</th><th>Amount</th></tr></thead><tbody><tr><td>Travel Miles</td><td>\$30.60</td></tr><tr><td>Travel Misc</td><td>\$0.00</td></tr><tr><td>Totals</td><td>\$30.60</td></tr></tbody></table> <table border="1"><caption>Expenses</caption><thead><tr><th>Expense Type</th><th>Amount</th></tr></thead><tbody><tr><td>Fax</td><td>\$0.00</td></tr><tr><td>Long Distance Charges</td><td>\$0.00</td></tr><tr><td>Photocopies</td><td>\$0.00</td></tr><tr><td>Postage</td><td>\$0.00</td></tr><tr><td>Other Expenses</td><td>\$0.00</td></tr><tr><td>Totals</td><td>\$0.00</td></tr></tbody></table>	Service	Hours	Amt.	Arraignment and/or Plea	0.5	\$62.50	Bail and Detention	0	\$0.00	Hearing	0	\$0.00	Motion Hearings	0	\$0.00	Trial	0	\$0.00	Sentencing Hearing	0	\$0.00	Revocation Hearings	0	\$0.00	Appeals Court	0	\$0.00	Other	0	\$0.00	Totals	0.5	\$62.50	Service	Hours	Amt.	Interviews and Conferences	0	\$0.00	Obtaining and Reviewing Records	1.0	\$125.00	Legal Research and Brief Writing	0	\$0.00	Travel Time	1.0	\$125.00	Investigative and Other Work	0	\$0.00	Totals	2.0	\$250.00	Expense Type	Amount	Travel Miles	\$30.60	Travel Misc	\$0.00	Totals	\$30.60	Expense Type	Amount	Fax	\$0.00	Long Distance Charges	\$0.00	Photocopies	\$0.00	Postage	\$0.00	Other Expenses	\$0.00	Totals	\$0.00
Service	Hours	Amt.																																																																											
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Expert Service Request Process Overview

Before expert services (in excess of the statutory maximums) may be claimed by an attorney, the court's authorization must be obtained. The process moves the request from the attorney to the court for the approval step, and finally to the CJA unit for final system update. The authorization will appear in the appointment record for that defendant, and is viewable by the court and by the attorney.



Requests for Authorization for Expert Services

An Authorization Request is submitted to the court through the CJA eVoucher program and no longer filed in CM/ECF. The Court approves the services within the eVoucher program. If the authorization is in excess of the statutory maximum, a Circuit Judge must also approve the service prior to employment.

The Clerk's Office will enter an authorization with a specified amount. This may or may not appear as a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved.

A voucher which exceeds the authorized amount cannot be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount.

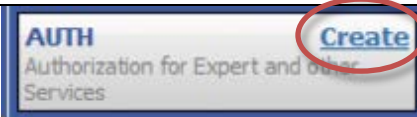
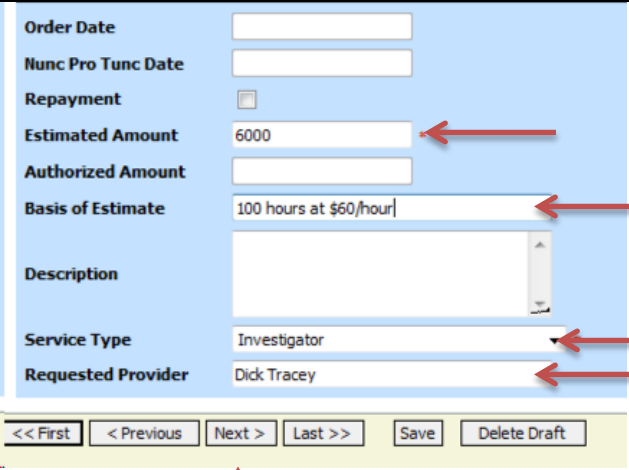
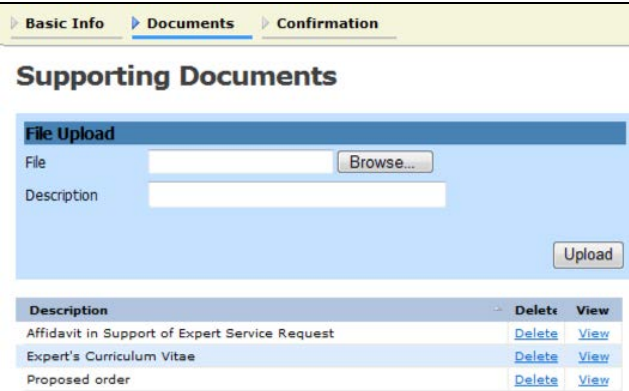
Interpreters: An Authorization Request does not need to be submitted for interpreter services unless the total fees will be in excess of the statutory maximum. If the interpreter services exceed the statutory maximum, the attorney is required to submit an authorization request for those services in excess.

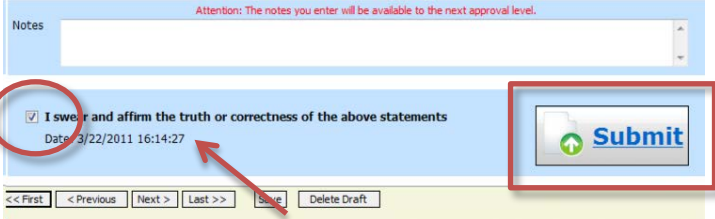
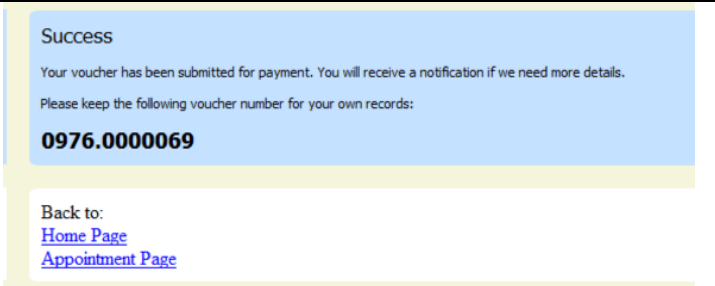
Translation of Documents: When employing an interpreter to translate and transcribe documents, an Authorization Request should be submitted for prior approval when it is anticipated the total cost will exceed the statutory maximum.

In all instances, separate CJA-21 vouchers should be submitted for document translation/transcription services and regular interpreting services.

If a non-English-speaking defendant needs to be advised of the content of an English language document, this should be done by means of sight translation.

Submitting an Authorization Request for Expert Services

<div>STEP</div> <div>Open the Appointment record.</div> <div>Click on Create from the Authorization template located on the Appointment screen.</div>	<div></div>
<div>The Basic Info Screen will open.</div> <div>Complete the information in the blue section at the bottom of the screen.</div> <div>Complete:</div> <div><ul style="list-style-type: none">Estimated AmountBasis for EstimateService Type from the drop-down listName of Service Provider</div> <div>Click SAVE.</div> <div>Click NEXT.</div>	<div></div>
<div>DOCUMENTS</div> <div>Upload:</div> <div><ul style="list-style-type: none">Affidavit of counsel explaining the necessity for expert servicesResume or Curriculum Vitae of expert, if available</div> <div>Click SAVE.</div> <div>Click NEXT.</div>	<div></div>

STEP	
<p>The Confirmation screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <ol style="list-style-type: none"> 1. Check the box regarding the accuracy of the authorization request. 2. Your request will automatically be dated and time-stamped. <p>Click Submit.</p>	
<p>A screen will appear indicating the previous action was successful and the voucher has been submitted for payment.</p> <p>Click on HOME to return to the home page.</p>	

For instruction on how to create and submit CJA21 service provider vouchers, see the separate training manual available from the Links section of the eVoucher program.

Interim Payment Request Process Overview

A motion for interim payment must accompany the voucher submission.

Requests for Interim Payments

Where it is considered necessary and appropriate in a specific case, the Appellate Commissioner may arrange for periodic or interim payments to counsel. This payment option is designed to strike a balance between the interest in relieving court-appointed attorneys of financial hardships in extended and complex cases, and the practical application of the statutorily imposed responsibility of the judge to provide a meaningful review of claims for excess compensation.

Relevant Factors for granting a Motion for Interim Payments

Relevant factors in designating the case as extended or complex may be:

- The number of defendants in the case.
- Unusual characteristics of the defendant (unable to speak English, mentally deficient, particularly uncooperative).
- Location of defendant.
- Type and number of crimes charged.
- Complexity or novelty of legal issues.
- Volume of record review.

Submitting the Request

- A motion for interim payments is submitted to the court through the CJA eVoucher program, and no longer filed in CM/ECF. The motion can be attached to the voucher as a document. (See instructions on page 16).
- In a multi-defendant case, each attorney requesting interim payments will need to submit their own request.
- The Court authorizes the request within the eVoucher program.

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending upon which screen you are viewing, may have different reports available.

Each Report will have a short description of the information received when viewing that report.

The two main reports are the Defendant's Defendant Detailed Voucher Report Summary Budget Report

The screenshot displays the CJA eVoucher system interface. At the top, the 'Appointment' section provides a summary and links to 'View Representation' and 'Create New Voucher'. Below this, there are three voucher types listed: AUTH (Authorization for Expert and other Services), CJA-20 (Appointment of and Authority to Pay Court-Appointed Counsel), and CJA-21 (Authorization and Voucher for Expert and other Services). Each voucher type has a 'Create' link. At the bottom, the 'CJA-26' section is partially visible, titled 'Statement for a Compensation Claim in Excess of the Statutory Case'. A red rectangular box highlights the 'Reports' section at the bottom of the interface. This section contains two links: 'Defendant Detailed Voucher Report' and 'Defendant Summary Budget Report', each followed by a brief description of the report's content.

Appointment	
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers	
	View Representation
Create New Voucher	
AUTH Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-26 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	Create
Reports	
Defendant Detailed Voucher Report Provides details on time spent and remaining money for attorney and authorized experts for this appointment.	
Defendant Summary Budget Report	

Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the voucher submitted against those authorizations and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service

Total Requested;
Total Approved

Requests for
Excess Payments

Counsel Budget Defendant: Marisela Isela Quintana de Tarango											
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed		Amount Adjusted	
Budget Amount Requested:	\$50,000.00					CJA-26	0976.0000056	\$35,000.00		\$35,000.00	
Budget Amount Approved:	\$50,000.00					CJA-26	0976.0000077	\$15,000.00		\$15,000.00	
Total:								\$50,000.00		\$50,000.00	
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) Active											
12/21/2008 to 01/30/2009	0976.0000054	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$46,900.00	\$46,900.00
01/01/2011 to 02/28/2011	0976.0000058	\$62.50	\$5.10	\$10.00	\$77.60	\$0.00	\$0.00	\$0.00	\$0.00	\$46,900.00	\$46,837.50
Total Pending:					\$77.60	Total Approved:			\$3,541.24	\$46,900.00	\$46,837.50
Expert and Other Services Budget: Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00				Amount Authorized: \$15,500.00				Attorney: F. Lee Bailey	
Vendor: (Investigator)											
No Voucher		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
Pending For Vendor:					\$0.00	Approved For Vendor:			\$0.00		
Total Pending:					\$0.00	Total Approved:			\$0.00	\$15,500.00	\$15,500.00

Defendant Summary Report


This report contains the same information as the Detailed Report without the individual voucher data.

Counsel Budget Defendant: Marisela Isela Quintana de Tarango											
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed	Amount Adjusted		
Budget Amount Requested:	\$50,000.00					CJA-26	0976.0000056	\$35,000.00	\$35,000.00		
Budget Amount Approved:	\$50,000.00					CJA-26	0976.0000077	\$15,000.00	\$15,000.00		
Total:								\$50,000.00	\$50,000.00		
Time Period For Voucher	Voucher Number	Pending			Approved				Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey	(Appointing Counsel)					Active					
		Total Pending:			\$77.60			Total Approved:	\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00			Amount Authorized: \$15,500.00			Attorney: F. Lee Bailey			
Vendor: (Investigator)											
		Pending For Vendor:		\$0.00			Approved For Vendor:		\$0.00		
		Total Pending:		\$0.00			Total Approved:		\$0.00		

Links

Along the blue menu bar, the eVoucher program provides links to commonly used resources for CJA panel attorneys.



General Information	
CJA Guidelines	CJA Guidelines
CJA Reference	National CJA Voucher Reference Tool
Voucher info	CJA voucher policies and procedures
Forms	
Atty Acknowledgement	Complete this form for electronic signature authorization
Info Summary	Court of Appeals Information Summary Form
Training Materials	
Atty Training Manual	CJA eVoucher Attorney User Manual
Websites	
COA Website	Attorney section of the Court of Appeals public website

The Court of Appeals' Information Summary Form can be found on the Links page. This form **must** accompany every voucher submitted to the Court. To access, click on the link for **CJA Information Summary Form**. The document will open as a new page in your browser. Complete the form, save it, and attach it to your voucher as a PDF in the Documents section of the voucher. (See instructions on page 19.)

IMPORTANT

Failure to include this document will result in the voucher being rejected by the Court, delaying timely payment.